

## Minutes

Greenwich Free Library Board of Trustees Monthly Meeting  
August 18, 2021 7:00 PM, Greenwich Free Library

**Attendees:** Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Annie Miller (Library Director), Kathy Nichols-Tomkins, Jim Nolan, Teri Pendergrass, Dave Wever

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Required</b>
<b>APPROVE MINUTES</b>	MOTION TO APPROVE THE 07/21/2021 MINUTES. <i>Claudia makes motion. Walter seconds. Board votes yes.</i>	
<b>COMMITTEE REPORTS</b> <i>Finance Committee</i>	<p>Update on general financial position. Renovation project was approximately 2.5% over budget (\$9656.47). Only remaining item on punch list is one fire strobe.</p> <p>As of end of July, only 45.5% of annual budget has been spent because payroll is down and programming is down. Staff and programming will be two major questions when budgeting begins for next year (typically budgeting starts in October). Library will follow state guidelines for in-person programming which may keep programming options limited.</p> <p>Investment account is at approximately \$299K. 23% increase in 2021. Allocations have not been changed. Ellen to setup a meeting with a financial advisor to go over the allocations. Discussion of having a community member on the finance committee. Decided this may not be a good practice as non board members do not have fiduciary responsibilities. Can use community members to assist in other ways.</p>	
<i>Board Recruitment Committee</i>	Clarification needs to be made on the trustee status of Cliff and Joe. Both expressed interest in returning as voting members at 6/16 meeting. This was not voted on, however, and neither attending monthly meetings.	Jim to check on status of two trustees and vote will be taken at Sept. meeting should they wish to become voting members again.

<i>Building Committee</i>	Tag Sale was successful. Question remains on the leftover flooring. Being stored at Jim's home. Board agrees that we will take whatever price we can get to rehome the flooring.	
<i>Fund Raising Committee</i>	Question of whether we should conduct the annual appeal this year. Board agrees that we should as we skipped it last year. Pat Lamb has agreed to help with the letter (she has one written from last year). Letter will come from the board, not the director. Jim will contact the anonymous donor about a possible match. Aim to get letters out in November.	-Jim to contact Pat Lamb about first draft of letter. Also Jim to talk to anonymous donor about match.
<i>Events Committee</i>	-Patrice and Kathy have met to organize the Great Give Back event for October. Event will focus on collecting NEW cold-weather items (hats, mittens, gloves, socks) for homeless shelters for adults and teens in Warren and Washington County.	-Committee will meet with Lynne to coordinate next steps on 9/8.
<i>Policy Committee</i>	Policy committee has not met. There are 3 policies being worked on but they will wait until the next director is hired to present these policies.	
<b>FRIENDS REPORT</b>	First Friends sale will happen on 9/2 from 4:00-7:00 pm. Donations can be dropped off at the library and the Friends meet on Thursdays.	
<b>GILL ROOM REPORT</b>	No report available.	
<b>MONTHLY FINANCIALS</b>	MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Walter makes motion. Claudia seconds. Board votes yes.</i>	
<b>LIBRARY DIRECTOR'S REPORT</b> (Annie)	<b>Greenwich Free Library - Director's Report to the Board - August 18, 2021</b>  <b>Statistics: Check outs- 1,406; Borrowers -230; Holds Satisfied - 738; New Cards Issued- 1; WiFi uses 401; Public Computers - 146; Overdrive checkouts - 333; Kanopy - 24 single plays/1 preK series</b>  <b>Financial:</b>  Review of income/expenses to date and a look at the next budget cycle. Review of Building Grants budgets and expenses to date.	-Patrice to get photos of upstairs renovation to insurance agent. Annie to provide photos of basement renovation to insurance agent. -Jim to invite Sarah Douglas from SALS to

	<p><b>KEY PRIORITIES:</b></p> <p><b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b></p> <p>Summer Reading will wrap up on August 28<sup>th</sup> with a performance by Farmer Tom, we booked him with Argyle and Salem.</p> <p><b>Preservation and Access to Local Historical Documents Goal: Enhance access to an expanded collection of paper, photo, and digital sources and documents related to the history of the greater Greenwich community.</b></p> <p>Gill Room report</p> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <p>The second of three Art for All with Hannie Eisma Varosy classes took place on Sunday, August 15<sup>th</sup>. This series is funded with the 2020 LARAC grant money.</p> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b></p> <p>Lynne and I are planning for our annual National Voter Registration Day event on September 28<sup>th</sup>.</p> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>We will be reinstating online room reservations. Conditions for meeting room use? Masks, occupancy, social distancing etc.</p> <p>As of 8/13, the only items left to dispose of/store are the copier and the flooring. Thanks to all who made progress possible.</p> <p>Thanks to Dan for getting shelving up in our upstairs closets.</p> <p>I have been in contact with Lisa about finishing up, so we can close out the grant.</p>	<p>November meeting.</p>
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	<p>I spoke with Rulyn re: having Trevett make free-standing book shelves.</p> <p>I have spoken with Rulyn and Lisa about the window shades that are part of the 2019 grant. I have spoken with Phil Steffen and he is willing to help us with sign information.</p> <p>I met with Ed Holt from Belfor, a disaster recovery company recommended by Sandy. They have extensive services and would certainly be able to manage any type of situation we are likely to encounter. We took a tour of the library and agreed that the priority would certainly be the Gill room, as everything upstairs is replaceable. As a small non-profit organization, we can get on the company's priority response list for free.</p> <p>Mahoney Alarm contract needs signature.</p> <p>Green energy?</p> <p>We have switched to Caleb Brown for mowing.</p> <p><b>Staff:</b></p> <p>We have gotten a good response from returning and new volunteers but we still have holes to fill in the schedule.</p> <p>An update of the volunteer handbook is nearly complete.</p> <p>I will be doing 3 month evaluations with Emily and Lynne at the beginning of September.</p> <p><i>(Discussion on reviews for existing staff. Annie does not feel it is possible to review the veteran staff members in light of what has gone on in the library. Also discussion of salary increases for end of year. As salaries of all employees were increased when new hiring occurred, it is likely board will vote for COLA in December and then get back on the regular review/salary review for 2022.)</i></p> <p><b>Transition:</b></p> <p>I have cleaned out paper files. I am cleaning out and labeling stray keys. I am cleaning out my digital documents and transferring</p>	
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	<p>what's left to the cloud for easier access.  I am creating spreadsheets with:</p> <ol style="list-style-type: none"> <li>1. Accounts and their access information</li> <li>2. Recurring tasks</li> <li>3. Projects in the works</li> </ol> <p>I am taking a workshop on creating a Building Book to help me fill in the gaps</p>	
<b>PUBLIC COMMENT</b>	No public present.	
<b>OLD BUSINESS</b>	No old business.	
<b>NEW BUSINESS</b>	<p>Formal vote on library mask policy. Jim makes motion "All patrons and employees of the Greenwich Free Library will be required to wear a mask."</p> <p><i>Jim makes motion. Patrice seconds. Board votes yes.</i></p>	
<b>MEETING MOVES TO EXECUTIVE SESSION 8:32 PM</b>		
<b>MEETING CONCLUDED 8:55 PM</b>		

Minutes signed: *Patrice M. Abate*